



School Finance & Organization Services

Textbook Loan Program

301 Centennial Mall South, PO Box 94987

Lincoln NE 68509-4987

Appendix C – Application for Distribution of Funds Common Errors & Omissions

The following is offered to assist districts in completing the Appendix C – Application for Distribution of Funds:

Line 1. This must include all Appendix A's received as of January 15. There must be one application per child. No book(s) can be loaned to a student without an Appendix A.

Line 2. List the total of all textbooks requested (this is all books listed on the Appendix A's received as of January 15), not just the new ones to be purchased.

Line 3. This number is determined by taking number of textbooks on hand, less the books requested (Line 2). The difference is what the public school needs to purchase to fulfill the requests.

Line 9. If carryover funds on hand are reported, an explanation must be attached.

Attachment to Appendix C. The attachment must include the title of each textbook (including publisher and ISBN#), number of copies, price per book, and shipping/handling if applicable. It is preferred that the attachment include this information only, we do not need purchase requisitions, or listings of all textbooks available/requested for the Textbook Loan Program for your district.

If the total requests received from school districts by the February 15, 2014 deadline exceeds the total appropriation, the payments will be prorated accordingly. We suggest that public schools do not purchase the books prior to receiving the reimbursement, which will be made by March 15, 2014.